# Project Startup Report

## Presented to the IT Committee June 26, 2012

**Project Name:** PeopleSoft Environment Partitioning Project (PEPP)

**Agency:** Office of Management and Budget, Information Technology Department, North Dakota University System

**Business Unit/Program Area:** Finance and Human Capital Management

**Project Sponsor:** Pam Sharp (OMB), Lisa Feldner (ITD), Randall Thursby (NDUS)

**Project Manager:** John Wohl (ITD)

| Project Description |
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This project will implement a solution(s) to better manage and operate the PeopleSoft Human Capital Management (HCM) and Financial Supply Chain Management (FSCM) environments. This project will focus on partitioning of the PeopleSoft HCM and FSCM environments meaning; hosting independent PeopleSoft HCM and FSCM environments for NDUS and State Government. This project is primarily necessitated by the increasing volume of data as well as the increasing level of work effort to effectively manage current application upgrades, patch cycles, operational processes, apply enhancements, and implement new functionality. This business case gathered information from the ConnectND Management, Business Functional, PeopleSoft Development and PeopleSoft Hosting groups.

| Business Needs and Problems |
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North Dakota's University and State Government ConnectND Project teams manage, support and enhance the PeopleSoft applications.

During Application upgrades the production environment is taken off-line to update the application, database and perform development migrations. During the production outage users and project teams are unable to access the application. In previous upgrades the outage window was acceptable involving a weekend and an additional one to four working days. The database size continues to grow which will increase the duration of the outage window.

Based on this, the Hosting group and Business Groups explored operating the Financial Supply Chain Management (FSCM) and Human Capital Management (HCM) PeopleSoft Applications in an independent production environment setting.

| Key Metrics | | |
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| Project Start Date (Planning Phase) | Project End Date | Original Baseline Budget |
| 9/13/2011 | 6/30/2012 | $500,000 |
| *Go Live Dates;*<br>NDUS - March 3, 2012 (weekend of)<br>STATE - March 10, 2012 (weekend of) | | |

| Objectives | |
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| Project Objectives | Measurement Description |
| Objective #1:<br>Improve the Ability to perform Application and Toolset upgrades within an acceptable Production outage window defined by Business groups. | Measurements;<br>• Previous FSCM application Production outage included downtime of Thursday 5:00 pm (May 8, 2008) through Wednesday 5:00 pm (May 14, 2008).<br>• Current projections of a Fin 9.1+ indicate the outage to be 10 days to two weeks. |
| Objective #2: Nightly Application processes, Day time application processes including reports and queries | Measurements;<br>• Record current processing times prior and after the project completes.<br>• Payroll Calcs/Confirms, Financial Nightly runs, online Budget Checks, additional reports and queries would be listed with results |
| Objective #3: Ability to deploy functionality and ability to configure unique Global configurations. | Measurements;<br>• Outline list of functionality and modules awaiting consensus to be deployed |

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| Objective #4: Decrease level of work effort for ConnectND project teams regarding<br><br>Customer Service Requests, modifications and customizations. Specifically related to Business/Functional and Development ConnectND Teams. | Measurements;<br>• CSR review and applying script to accommodate specific Business Units, Companies and other Enterprise level criteria (State/NDUS) |
| Objective #5: Meet all critical Business Needs identified in the requirements matrix.<br><br>ConnectND Management objectives | Measurements;<br>• Measure results of Business Requirement matrix |

| **Cost/Benefit Analysis** |
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| This project is primarily necessitated by the increasing volume of data as well as the increasing level of work effort to effectively manage current application upgrades, patch cycles, operational processes, apply enhancements, and implement new functionality. This business case gathered information from the ConnectND Management, Business Functional, PeopleSoft Development and PeopleSoft Hosting groups. Costs identified justify the gains made in securing the ability to support and maintain the application. |

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| Key Constraints or Risks |
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**Business Risks:**

The largest risk of not performing this project is to not be able to upgrade the Applications and Toolsets within an acceptable business outage window. Also, without the completion of this project the applications could encounter additional support costs from Oracle requiring ND to purchase application support for non-supported product versions.

Additional risks encountered would include limiting deployments of functionality along with unacceptable Application perform (during Business hours and after hours).

**Project Risks**

***Application details to apply during an Environment partition and split;***

Re-configuring the app message processing to work correctly. Need to review app messages and interfaces for issues that would affect how we would implement

Upgrades by each group will still need to be performed timely.

Duplication of employee ids needs be resolved

***Hosting;***

Maintain ongoing expertise of the Sys Admins. Ie; different PeopleTool levels

Archiving data for NDUS and potentially for the State (Archiving initiative based on record retention requirements) The Database will continue to grow and requires the implementation of a record retention policy (which may or may not include archiving).

Increased number of servers to manage (accounted for with the additional 2.5 sys admins.

***Resources;***

The timeline of the project will help outline the resources needed and available. 2.5 additional System Admins will be needed to build environments as well as maintain in an operational mode.

Hardware is budgeted within the split costs

Consulting may be required based on timelines and the current skill sets available.

Understand splitting tables. Different technique; ETL, Use File groups/portioning using SQL Server then send data to each file group.

Shared tables

Solid State Disk Drives (instead of the SAN) reduce disk IO. Used during upgrades only